



University Staff Advisory Council

MINUTES

December 12, 2023
THC 305

<https://urichmond.zoom.us/j/86032754530?pwd=a2xpblFNWmJpSmN0M2VOVUhYbjhPZz09>

Meeting ID: 860 3275 4530

Passcode: 426454

Attendees: Chief Dave McCoy, Dr. Kristen Day, Mary Wheaton, Kirstin Stacia, Jess Oliver, John Shines, Ashley Kuemmerle, Wendy Sheppard, April Kim, Derek Miller, Bill Galaspie, Cassie Price, Mina Zatelli, Cindy Smith, Matt Perelli, Kaylin Tingle, Carole Yeatts, Frances Dickerson-King, Mike LaRue, Jennifer Phillips, Rachel Weinberg-Rue

1. Call to Order at 1:02 by Derek Miller
2. Presentation on Campus Safety and the Threat Assessment Team – David McCoy (Associate Vice President of Public Safety and Chief of Police) and Dr. Kristen Day (Director of Counseling and Psychological Services). **Chief McCoy:** UR is a safe campus. Our crimes against persons are very low. The two drivers of property crimes are larceny and vandalism. UR staffs a full-time police department with a 24/7 communications center. This represents a significant investment by UR. Lot of larceny occurs b/c property is left in open area. Don't leave your \$2000 computer and walk away for lunch. We continue to educate our community about the value of items and the shared responsibility of securing them. Aside from addressing crimes, police work on pedestrian safety, including speeding and crosswalks. Last year, someone from off-campus struck a staff member walking in one of the UR crosswalks. New outdoor sirens installed last year to alert campus to emergencies. Alerts also go out across the banner of the UR home page and through text messages. Faculty, staff, and students can report concerns through Maxient reporting, and this activates a multi-disciplinary approach. This spring we are implementing a new system that allows people to apply for a desktop or laptop panic button. We will assess the needs/risks of installing a panic button on a person-by-person basis. We also encourage everyone to download "Spider Safe," UR's safety app. Read the info on this app so that you are prepared in the event of an emergency. Only 1,000 users on Spider Safe, and we want to add a lot more users. UR has camera deserts that need additional technology, and we have been addressing that. We have 326 cameras on campus currently. We have an active threat training. We encourage more offices and units to schedule this training. We did only four trainings last semester, and we want to grow that number. Email mstreet@richmond.edu or ajohso3@richmond.edu to request the training. URPD is guided by UR's commitment to freedom of speech/expression, while also holding peaceful action paramount. If speech is associated with a crime, then it may cross over into being a hate crime. This year, UR introduced a Bias Response Team, which focuses on the well-being of the community. **Kristen Day:** Every office on URPD has undergone crisis intervention training. One of CAPS' goals is to continue to extend training. I co-chair Threat Assessment Team with Steve Bisese. We use Maxient

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reporting to assess risks to individuals and the community. Deans, URPD, CAPS staff, DEIB staff, Chaplaincy staff, etc. serve on the Threat Assessment Team. **Chief McCoy:** URPD tracks response times for emergency (90 seconds) and non-emergency (3 minutes) calls. We are the first responders to medical emergencies; half of my officers are EMT trained. UR is fortunate to have hospitals nearby. We want to hear from staff about what more we can do to make them feel safe. We do weekly lighting surveys to determine where lights are burned out and need to be replaced. Speed enforcement is a big issue in and around campus. URPD also does self-defense training for women. **Jess Oliver:** The mobile blue light on your Spider Safe app can act as a panic button; if you hit the mobile blue light, your GPS location will be sent to URPD. **Kristen Day:** Contact Marieka Turner at mturner@richmond.edu for mental health intervention training.

3. Budget Report: On Nov. 21, we were invoiced in the amount of \$1,014.34 for USAC swag (mousepads and card stretch sleeves) we ordered for new employees. This leaves us with a balance of \$3,097.66 for the remainder of the academic year.
4. Committee Reports: **Kristin Stacia, Volunteer Committee:** The Volunteer Committee will hold a get-together for USAC reps in January in the newly renovated SPCS building. Have 28 people signed up for the Wellness Center tour. **Jess Oliver, Benefits Committee:** We discussed the possibility of extending full individual parental leave benefits to married couples when both partners are employed on campus, rather than having them share the parental leave time typically allotted to one employee; the University is researching child care needs and the accessibility of child care in the Richmond area; we also discussed the availability of an early retirement plan for long-term continuing faculty, who are not currently eligible for the staff or tenured faculty plan. **Carole Yeatts, Faculty Senate liaison:** Derek made an excellent presentation to the Faculty Senate, which raised awareness of staff needs with faculty. Junior faculty are being asked to do more on volunteer committees, giving them less time for scholarship. UR will begin developing campus plan in January and will be looking for input. Campus plan will likely include a piece on climate justice. **Ashley Kuemmerle, Planning and Priorities:** Last meeting in November and discussions were about housing, tuition, and enrollment. These issues went before the Board of Trustees.
5. Wellness Center Tour/Activities – Dec. 14 at 2 p.m. Register for one of the few remaining slots: <https://www.signupgenius.com/go/10C0B4DA4AE23A0F8C34-46644429-wellbeing>
6. Web Submissions

USAC Web Submissions - December 12, 2023

Idea/Question #1:

Why is the Budget Office stopping the monthly Roads reports?

Rationale/Reason:

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See above

Response:

Please contact OPB (Office of Planning and Budget) with any questions. opb@richmond.edu

As many of you are aware, we have been experiencing technical difficulties with the monthly ROADS budget reports – sometimes going to the wrong person, not being delivered at all, or being sent blank, as examples. We have attempted to resolve these issues unsuccessfully for the past couple of months.

Because of the considerable confusion being caused by these reporting issues and the time it has taken to troubleshoot both in the system and with users like you, we have decided to stop distributing the monthly reports immediately. We are confident that the fiscal reporting capabilities that will be available to you in Workday beginning in January 2025 will simplify and streamline your budget management. Please hang with us!

In the interim, you can check your budget status in real-time in one of two ways. If you are a licensed ROADS user, there is a My Budgets dashboard available that will display current budget to actual information for each of your indexes. For those without a ROADS license, you can check your budget status by org or index using Banner Forms. If you have just one or only a few orgs to monitor, we encourage you to use Banner as your source of Budget information. Detailed instructions for each option are linked below.

Thank you so much for your patience as we have tried to work through these issues. Ultimately, we believe our end users will be better positioned to make fiscal decisions using real time information rather than the static monthly reports.

OPB offers individual or group training for both ROADS and Banner Forms, as needed. And our team is committed to ensuring you have the fiscal information you need in an easily accessible manner. For questions, or to request a training session, please reach out to opb@richmond.edu.

[Banner Forms Instructions](#)

[ROADS My Budgets/My Grants Instructions](#)

7. Happy Holidays!!!
8. Closed Session

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